Core Financial Project

Accounts Receivable

Change Discussion Guide

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About This Guide

What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas; Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable and Standard General Ledger. This guide was developed to address changes in one of those process areas. The guide provides an overview of the process area, however, you may only perform specific roles or tasks within that process. You should discuss specific impacts to the roles or tasks you currently perform with your supervisor.

Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:

- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

Integrated Financial Management Program Overview

Core Financial Project Overview

Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

Core Financial Project Scope

Budget Execution
Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

Purchasing
Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

Cost Management
Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

Accounts Payable
Prepares and delivers payments, as well as advanced payment processing for services rendered

Accounts Receivable
Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

Standard General Ledger
Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

Core Financial Benefits

Center Management

- Enable a "One NASA" Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
  – Providing consistent, accessible financial data

- Provide accounting and budgeting structure to enable Full Cost Management

- Support business-based, decision making
  – Providing timely financial information so that it can be used in the decision-making process

- Provide financial information backbone to be integrated with project management data for an integrated view of project status

- Provide technical foundation to lead NASA into the world of e-commerce and e-government

Core Financial Benefits

Core Financial Benefits

Resource Management

- Increase time available for meaningful management analysis
  - Reduce need to compile and reconcile data from disparate sources and systems
  - Provide a single point of data entry (elimination of duplication)
  - Provide a real-time, single, consolidated general ledger
  - Reduce research and analysis time by providing drill-down capability to original source documents

- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
  - Provide fully-automated purchase request creation, routing and approval
  - Provide a simplified bankcard process

Core Financial Benefits

Financial Management

- Resources used more effectively and efficiently
  - Automatic calculation of interest
  - Automatic aging of accounts receivable
  - Better handling of installment payments from customers
  - Automatic preparation of IRS 1099s for debt cancellations
  - Automated trial balances, FACTS I and II
  - Elimination of PAC and Hilite Reports
  - Elimination of FACS generation and transmission to NASA HQ

- Provide easier distribution of carrier account transactions

- Shared information across functions (e.g., accounting and procurement)

Core Financial Benefits

SAP

SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

SAP—An Agency-Wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

Accounts Receivable Overview

In Accounts Receivables, many of the changes will be software-type changes…new terms, new look. There will be some process changes but not to a great extent. In all cases the end results will be the same. Here are some of the changes you will experience using SAP.

- A sales order will be created for each customer order received and accepted.
- Statistical Costs will be recorded to debit project costs and to credit the cost recovery center.
- Depreciation will be processed as an appropriated fund during the reimbursable process and recorded as miscellaneous receipts to Treasury.
- Sales and Distribution provides a good view of cost to be billed for a sales order.
- Deposits will be entered in the system and will generate the collection register log and SF 215.
- Recurring entries will be created for increases and decreases for employees' payroll debt transactions.
- IPAC will interface with SAP.

Standard SAP reports may be used to analyze delinquent debt.
Dunning functionality will create dunning letters and calculate interest/penalty on delinquent debt.
SAP will be able to identify and track activity that occurs on delinquent debt referred to Treasury for collection.

Accounts Receivable Overview

Accounts Receivable Customer

Create/Update Customer

- Each center will create their customers, unlike vendors
- Each customer will be created as a sales-type customer
- Search Term 1 field = Reimbursable Code
- Search Term 2 field = Cage Code
- Tax Code 1 field = SSN/TIN
- Tax Code 2 field = ALC
- Payment Method determines if IPAC Customer or not
- Interest and Dunning information indicated in customer master

Role

- Customer Master Maintainer

Creating the customer as mentioned above allows the user to get a listing of the center’s customers.

Reimbursable Accounts Receivable Sales Order & Bill

The Sales Order relates to the Customer Order (ex. MIPR/PO/Letter of Agreement) or the RAN.

Sales Order

Create/Update Order

- Change Impacts
  - Derivation Rules Table controls reimbursable processing by linking structure elements together in order to allow specific events to occur
  - Forecast of Revenue = Sales Order Value
  - Conditions on the Sales Order = Estimated Direct Cost, Estimated Statistical Costs and Depreciation
  - Each fund and each estimated statistical cost for a given customer order are represented by a WBS line item on the sales order
  - Centers will inform Competency center to establish WBS structures for new customer orders
  - Centers will inform Competency center to update derivation rules based on WBSs for the new sales order
  - Competency center updates should be verified correct before creating the order
  - Sales Order and funds reservation must be updated for withdrawal and re-issuance of funds

- Roles
  - Reimbursable Manager
  - Sales Order Processor

Reimbursable Accounts Receivable Sales Order & Bill

Reimbursable Accounts Receivable Sales Order & Bill

Bill

Create Bill

- Processing of Statistical Costs in SAP
- Change Impact
  - JV used to record statistical cost to the project and the cost recovery center.
  - HQs G&A and Contract Administration amounts must be transferred to MSFC on the same day the estimated costs are recorded.
  - Statistical costs must be billed in the same month as the cost is recorded
  - Billing Request - Any update to bill should be done before this is created
  - Billing Due List - Creates the actual bill and updates accounting
  - Review Revenue and Costs in Project Systems by sales order number
  - Document Flow displays the billing documents of a sales order in sequential order and provides drill down capability
  - Down payment/advance must be liquidated in the same month that billing occurred

- Role
  - Sales Invoice Processor

Reimbursable Identification Example

NASA has entered into an agreement with a commercial customer. There are three tasks, the level at which the customer wishes to be billed. Two tasks include contract costs and NASA labor costs; the third task includes only NASA travel costs. Statistical cost is being charged. Depreciation is not being charged.

There are five project definitions due to five different UPNs being used. There are ten WBS lines: Direct Contractor, Travel and Labor, Center and HQs G&A Labor; Center and HQs G&A ROS, Fringe Labor (same as HQ G&A Labor), Fringe FERS, and Contract Administration.

The WBS, as well as the Project Definition, begins with the Center Code (in this case 62 for MSFC).

The four-digit code near the end of the WBS (9Q72 in this case) identifies the WBS to the Sales Order.

The two-digit code at the end of the WBS (01/02/03 in this case) identifies the change in the Fund within that WBS. Currently there is a one-to-one relationship for the WBS/Fund (an issue that SAP management is working so this will not be necessary).

Any cost that hits the WBS identified to a given order will be billed for the same costs.

The Order number and Customer number are system-generated numbers that you can enter to use/select/view all the information linked to them.

Reimbursable Identification Example

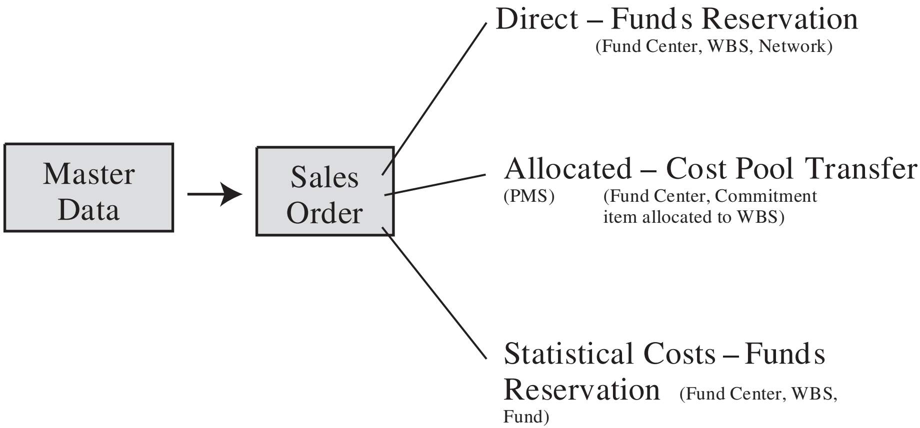
Reimbursable Identification Example

Order Number 47 with 3 line items for customer 100035

Five Project Definitions: 62R-622-96, 62R-771-50, 62R-09, 62R-027, 62R-361

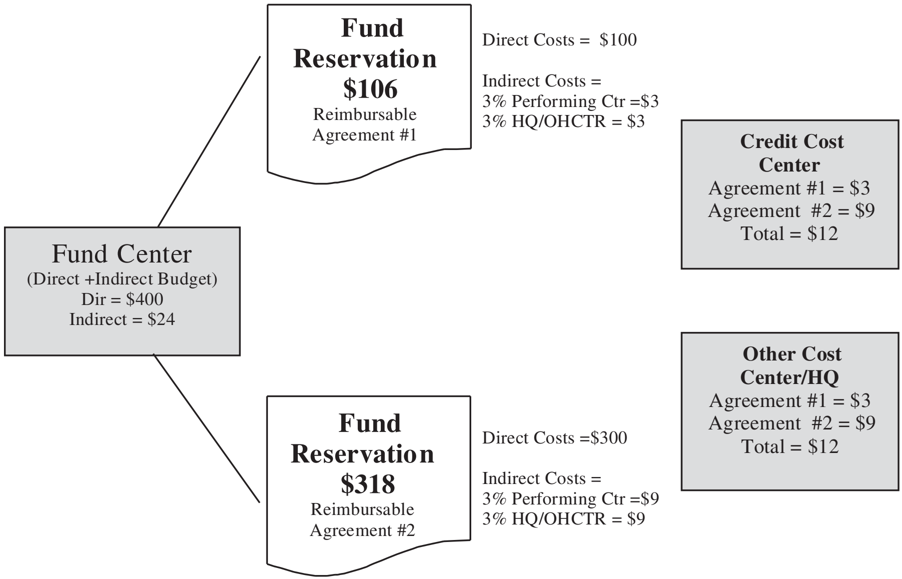
- WBS: 62R-622-96-9Q72-01
  - Network: 6000120 (System-generated number)
    - Activity: AAAA, BBBB, CCCC (tasks on the order)
    - FundSAT292002R
- WBS: 62R-622-96-9Q72-02
    - Fund: SAT412002R
- WBS: 62R-622-96-9Q72-03
    - Fund: SAT422002R
- WBS: 62R-771-50-AO-9Q72-01
    - Fund: SAT292002R
- WBS: 62R-771-50-CO-9Q72-01
    - Fund: SAT292002R
- WBS: 62R-092-03-AO-9Q72-01
    - Fund: SAT412002R
- WBS: 62R-092-03-CO-9Q72-01
    - Fund: SAT412002R
- WBS: 62R-027-04-9Q72-01
    - Fund: SAT412002R
- WBS: 62R-361-00-9Q72-01
    - Fund: SAT292002R

Reimbursable Funding



Reimbursable Funding

Recovery/Credit Cost Centers for Statistical Costs



This example involves only Agency G&A; Contract Admin would all go to the Other Cost Center whereas Fringe Benefits would all go to Credit Cost Center. The Other Cost Center is the Center who is managing this activity for the agency (in this case HQs and MSFC). The Credit Cost Center is the Performing Center. Within these cost centers the statistical costs would further be identified as Contract/Labor/ROS/by Commitment Item.

Non-Reimbursable Accounts Receivable Invoices

Create/Reverse AR Invoice

- Change Impacts – minimal
  - Recurring entry for debt being offset by Payroll Deduction
  - Document cannot be adjusted but can be easily reversed. Payments applied to the invoice must be reversed before reversing invoice
  - Credit memo Invoice
  - Currently user must enter all GL Accounts and Account Assignment Objects (Fund/Fund Center)
    - Screen Variants and Account Assignment Variants are being developed for some transactions to minimize entry
  - Initiate IPAC process for NASA initiated billing and collecting

- Roles
  - Receivables Processor
  - Electronic Receipts Processor
  - Sales Invoice Processor

Non-Reimbursable Accounts Receivable Invoices

Accounts Receivable Deposits

Deposits – Prepare/Record Deposit

- Change Impacts – minimal
  - Record Payments in Deposit List
  - Deposit List updates the
    - Collection Register Log – provides a list of checks/cash deposited by group.
    - SF 215 – will accompany checks/cash to be deposited
  - IPAC info downloaded into SAP

- Roles
  - Collection Processor
  - Deposit Processor

Accounts Receivable Payments

Payments – Analyze/Record Payment

- Change Impacts – minimal
  - Lockbox Functionality allows for automatic clearing from IPAC (Customer Initiated)
  - Payment Program Functionality allows for automatic clearing from IPAC (NASA Initiated)
  - Apply Collection to Open Items – necessary when automatic clearing could not occur
  - Reset Posted Document – must be used before a cleared payment document can be reversed
  - Reverse Payment Posting
  - Record a Down Payment with applicable Statistical Costs
  - Currently user must enter all GL Accounts and Account Assignment Objects (Fund/Fund Center)
    - Templates may be developed for some transactions to minimize entry

- Roles
  - Customer Payment Processor

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Accounts Receivable Payments

Accounts Receivable Manage Accounts

Manage Accounts

- Change Impacts
  - Dunning Process
    - Generates Dunning Letters
    - Calculates Interest and Penalty
      - Calculation is Cumulative
      - Manual Posting in the Accounting System
  - Administrative Charge Manually Calculated and Posted
  - Month-end and Year-end Reporting

IPAC Processing for Receivables

IPAC Processing in SAP

- NASA initiates Collection from Customer
  - Payment Program File built monthly (Open Item Receivables with Payment Method)
  - Interface Program reads the Payment Program File and builds IPAC collection transactions
  - Secured FTP Transaction will transfer file to IPAC
  - PAC Collection Transaction File reads and processes IPAC collection transactions
  - Error checking and correcting through GOALS on Web

- Customer initiates Payment to NASA
  - PAC Processes Customer Payment
  - Access IPAC and Download Transaction File
  - Interface Program reads file and generates AR payment transactions;
  - SAP processing routines will write transactions to SAP Lock Box input file
  - Payment Exceptions (no matching/clearing) go to Suspense File/error listing for Review and Processing

- NASA initiates Adjustment (to Customer Payment)
  - Payment Program File built monthly (SAP AR Credit Memo Payment Method);
  - Interface Program reads the Payment Program File and builds IPAC adjustment transactions
  - Secured FTP Transaction will transfer file to IPAC
  - IPAC Adjustment Transaction File reads and processes IPAC adjustment transactions
  - Error checking and correcting through GOALS on Web

- Customer initiates Adjustment (to NASA Collection)
  - IPAC Processes Customer Adjustment
  - Access IPAC and Download Transaction File
  - Interface Program reads file and generates AR payment transactions; Special document type will be used; JV to Debit Accounts Receivable Account and Credit Cash
  - Payment Exceptions (unidentified adjustment) go to Suspense File/error listing for Review and Processing

IPAC Processing for Receivables

Preparation for Accounts Receivable IPAC

Some IPAC fields defined for use in the standard business process

- Purchase Order Number = Customer Order Number (PO/MIPR#)
- Obligating Document Number = Customer Order Number (PO/MIPR#)
- Pay Flag
  - F for final bill against the order
  - P for partial bill against the order
- Invoice Number = Bill Number to Customer
- Customer must enter “Down Payment” in the Invoice Number field
- Sender Treasury Account Symbol is validated
- Receiver Department Code is validated

Core Financial Role Mapping

A "Role" is:

- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:

- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE–Position Descriptions will not be changed as a part of the Core Financial project.)

Core Financial Role Mapping

Accounts Receivable Roles

ACCOUNT MAINTAINER

Description: The Account Maintainer is responsible for managing accounts. This includes running aged bill reports, analyzing delinquent bills, printing and analyzing reports. The Account Maintainer establishes and records the allowance for bad debt and routes bad debts for write-off approval. In some instances (if debt not sent to treasury), the Account Maintainer generates a 1099C.

The Account Maintainer can block debts from calculating interest and penalty during the scheduled Dunning process. Dunning letters are issued when the bill is overdue by 45, 75 or 105 days. The calculated interest and penalty is manually posted. This role posts administrative charges separately. The Account Maintainer transfers debt to Treasury and manages follow-on activities, as they occur to these debts.

COLLECTION PROCESSOR

Description: The Collection Processor receives paper checks, records them into the system in the deposit list. This deposit list updates the Collection Register Log Report and fills in the SF 215 form.

CUSTOMER MASTER MAINTAINER

Description: The Customer Master Maintainer creates, updates, blocks, and archives customers.

CUSTOMER PAYMENT PROCESSOR

Description: Customer Payment Processor receives Collection Register Log Report for paper checks recorded and Cash-Link Listings and IPAC Listings for electronic payments received. This role then analyzes the collection register log, cash-link listing, and lockbox postings/payment program postings and error lists for the IPAC Listings and determines if the lockbox/payment program processes posted/matched payments to open items in the system correctly, and then determines how to post items that could not be matched.

If the received payment is a down payment, further processing must be done to record it in the accounting system against the sales order that has been established for the customer order. For down payment that includes statistical costs and depreciation, the Customer Payment Processor enters the statistical costs and depreciation against the Customer Order/Task that it relates to.

CUSTOMER PAYMENT PROCESSOR, continued

The Customer Payment Processor is responsible for analyzing open items (reviews the open items and determines if they can be matched to the payments received), and applying payments to these open items in pre-established priority (admin charges, penalties, interest and principal). This role also applies payment information to unbilled miscellaneous receipts or appropriations.

If a received payment cannot be readily identified, the Customer Payment Processor temporarily enters it into a suspense account for further action to be taken. Once the payment is identified, the suspense account entry is reversed and the payment is recorded to the correct accounts.

DEPOSIT PROCESSOR

Description: The Deposit Processor receives checks/cash and the SF 215 deposit slip from the Collection Processor. This role accesses the system to print the Collection Register Log Report. Once he verifies that the paper checks/cash agree with what was actually entered into the Collection Register Log Report and is reflected on the SF 215, the checks/cash are attached to the SF 215 to be deposited at the local bank or the Federal Reserve Bank. A hard copy of the report and deposit is maintained in a file.

REIMBURSABLE MANAGER

Description: The reimbursable manager will work with the project manager in developing the Estimated Price Report (EPR) external to SAP based on the reimbursable order with the customer. This information will be forwarded to an agency/competency center level or center level role to load the applicable WBS Structures, Networks, Activities, Funds Reservation, Funds Transfer, and Derivation Rules. The billing and accounting fields must be checked on the applicable WBS level. The reimbursable manager may be the one doing these tasks. If the reimbursable manager is not doing these tasks, he will verify that these elements are correct. A copy of the reimbursable order/amendments and EPR will be forwarded to accounting to enter the sales order after the above has been verified.

Accounts Receivable Roles

RECEIVABLES PROCESSOR

Description: The Receivables Processor creates A/R invoices after receiving a notice of indebtedness (may originate from Public Affairs, a lease from Real Property, billing information (AP), an external system (Payroll/Human Resources), or an increase in interest/penalty charges (Treasury).

Additionally, an invoice may be created for situations where the wrong amount was billed to a customer (invoice reversed and customer rebilled) or when an NSF check is received (the payment is reversed by the customer payment processor and the receivable invoice is created by this role for debt owed to NASA (no receivable existed previously)). When necessary this position will create and update installment and recurring receivables. The Receivables Processor will gather/generate supporting documents, attach (external to SAP) them to the bills and then mail them to the customer.

SALES INVOICE PROCESSOR

Description: The Sales Invoice Processor records the estimated statistical costs and depreciation charge that is to be billed for the month; any Headquarters G&A and Contract Administration is IPACed to MSFC on the same day. The Sales Invoice Processor receives word that all costs have been recorded for the month. These actions update the costs recorded against the reimbursable WBSs in Project Systems. This role is responsible for processing billing requests and billing due lists based on this cost that has accumulated against the WBSs in Project Systems.

The Sales Invoice Processor verifies that there is available down payment to cover the sales order, liquidates it, and then runs the down payment report to verify balances for future liquidation. If the down payment is not adequate, the Sales Invoice Processor notifies the Reimbursable Manager to request additional funds from the customer. When IPAC is possible, invoices will be processed through the IPAC interface for collection.

SALES ORDER PROCESSOR

Description: The Sales Order Processor is responsible for creating sales orders based on reimbursable orders (agreement between NASA and a Federal or Non-Federal Agency or Individual).

The Sales Order Processor determines if the Reimbursable Order is accurate and complete or if it requires updates as amendments or additional information is received. This role will be responsible for re-aligning the amounts against funds recorded on the down payment.

Frequently Asked Questions

Question: What steps must be taken before entering a sales order in SAP?
Answer: Competency center must set up the project structure and the derivation rules

Question: Will the reimbursable agreement number (RAN) be entered on the sales order?
Answer: Yes, on the Header Level, Purchase Order tab, Your Reference field.

Question: When statistical charges are recorded on a Sales Order with no down payment, why must these charges be remitted to MSFC since they have not actually been collected at that time?
Answer: According to NASA accounting policy, surcharges have to be remitted on the same day they are recorded as cost to the project. These costs must also be billed in the same month they are costed and the dollars transferred to MSFC. Unless there is a waiver granted, advances are required for all customers. If an advance is not received from the federal customer, payment is either pulled from the customer or pushed by the customer to NASA, which should result in a short turn-around for getting cash in hand for these costs.

Question: Are the depreciation surcharge amounts on the sales order center specific? Does each center have the ability to apply their own depreciation rate to a reimbursable order?
Answer: Depreciation surcharges are recorded manually via journal vouchers; the user specifies the amount.
This gives the centers and its users complete control to set and charge depreciation amounts.
At the same time, the SAP does not support automatic calculation of depreciation surcharges as percentages or any other formula.

Frequently Asked Questions

Key Terms

Account Assignment
All entries in a line item being posted for a business transaction (e.g., SGL/Customer Account, Amount, Posting Key, Fund, Fund Center, etc.).

Account Group
NASA has two account groups: Federal Agency & Non-Federal. The account group is a classifying feature within customer master records. The account group determines the number range the Customer Account number should be; whether the number is assigned by the user or by the system; and which specifications are necessary or possible in the master record. NASA has chosen to let the system assign the customer account number.

Account type
This refers to customer/vendor/general ledger account/asset/material.

Accounting document
Refers to any document that updates the accounting system.

Acct assgmt group
The account assignment group to which the system automatically posts the sales document. The system uses the account assignment group as one of the criteria during the automatic determination of revenue accounts. The system automatically proposes the account assignment group from the customer master record of the payer. You can change the default value in the sales document or the billing document.

Amount in doc. Cur
Dollar amount of transaction.

Bank key
Bank #, Swift #, Country #

Baseline date (Bline date)
Used for due date calculation. This is the case for line items in open item accounts. For line items in G/L accounts, the item is due immediately on this date. During document entry for open item accounts, the date may be defaulted.

Business Area
Center identification number. (AIN – e.g., 62 for MSFC)

Key Terms

Company Code
This is “NASA”; the company code is an organizational unit within financial accounting.

Complex Posting
Allows user to bill interest and penalty (two reconciliation accounts) on the same invoice.

Conditions
The condition values are the result of the calculation on cost basis (also a condition) for statistical costs on a sales order. The value, resulting from pricing, for a particular condition, total, or sub-total in a document.

Controlling Area (Cost)
The area will always be NASA, and will probably be defaulted. The controlling area is the highest organizational unit in Controlling.

Cost Basis
The direct cost for the reimbursable order or sales order. There is a cost-basis for each WBS on Sales Orders.

Cost Center
Organizational unit within a controlling (cost) area that represents a defined location of cost incurrence.

Customer
Refers to the customer number.

Customer Account
A unique key used to clearly identify the customer within the SAP system. When creating a customer master record, the user has the system determine the number when the record is saved, depending on the type of number assignment specified. The Account Group determines the type of number assignment used for a customer.

Customer Account Range/customer range
Refers to when the user wants to select more than one customer for the action/process/report.

Customer number
The number that identifies the customer and relates to the customer name.

Customer order number
The customer MIPR/PO number.

D/C
Means Debit or Credit.

Key Terms

Key Terms

Division
A way of grouping materials, products, or services. The system uses divisions to determine the sales areas and the business areas for a material, product, or service.

Doc. Header Text
The document header text contains explanations or notes, which apply to the document as a whole, that is, not only for certain line items.

Document Date
This is the date the user wants the document to be effective.

Document Type
Identifies the type of transaction (e.g., Accounting Doc (AB), Customer Doc (DA), Customer Invoice (DR), Customer Payment (DZ), Billing Doc Transfer (RV)). Different document types begin with different numbers.

Down Payment
Advance.

Dunning Date
The dunning date has two functions: it is the issue date of the dunning notice, and it is also the basis for calculating the days in arrears.

Entry Date
Date of entry. Here the current date is set as a default. If you should want to access data entered on a day other than today, you can specify the pertinent date here.

First line item
First debit or credit for entry.

Fund
Combination of appropriation, fund source, program year and type of funds (e.g., HSF542002R).

Key Terms

Funds Center
Organizational unit within a financial management (FM) area to which budget can be assigned. Combination of Center Code and UPN (e.g., 62-251-10-10), or Center code and Labor/Travel.

Group
Feature for differentiating check deposit lists. The group name is freely definable. For a bank account, you can print the check deposit list separately per group name or as a totals list using several group names. For NASA, the group will begin with the center number (e.g., 62 for MSFC).

Identification
Used in dunning to distinguish between several dunning runs with the same reconciliation key date. Identification of the dunning run can be freely defined.

Key date
Refers to the date that the user enters for a given action/process to occur through, or to see a balance on a given date for customer accounts.

Line Item Text
Contains an explanatory text on the line item. Line item texts can be used internally and externally. To be able to distinguish between these, you must begin texts for external use with "*". These texts can then be printed on all correspondence, dunning notices, payment advice notes, etc. The asterisk is removed when the text is printed. This function is only available in the FI component.

Material
Alphanumeric key uniquely identifying the material. NASA uses this in the receivable area for the Sales Order and Billing for account assignment.

Network
System-generated number for WBS that has lower level activities for a reimbursable.

Open item selection
Refers to the user selecting the open items to perform action on, for example apply a payment to.

Open items at key date
Refers to open items on a given date that the user enters.

Order
Sales Order Number.

Key Terms

Key Terms

Order Number
Number that identifies an order within a client. This is the system assigned sales order number, which relates to the customer order number or reimbursable order.

Order Type
NASA is using the “Sales” order type named ZREI (Reimbursable NASA).

Plant
The center – (e.g., MSFC = Marshall , ARC = Ames)

Postal Code
Zip code.

Posting Date
Date under which the document is entered in financial accounting or cost accounting. The system uses the posting date to derive the fiscal year and period where a document is recorded in the accounts or cost elements addressed in the document. During document entry, the system checks whether the specified posting date is allowed in light of the permitted posting period. The posting date can differ from both the entry date and the document date.

Pricing date
The pricing date, as used for receivables, determines the rate that will be used on the sales order to calculate the statistical costs. The system proposes the current date. You can change it manually in the document. If you change the pricing date, the system recalculates pricing for the entire document. If the date is in the past, you receive a warning before you can continue.

PstKy
Determines the account, type of account (DR/CR) and layout of entry screen. Account is equal to Customer Number for Posting Key with Account Type C and account is equal to GL Account for Posting Key Account Type G.

Purch order no.
Customer order number–MIPR/PO.

Reconciliation Accounts
Accounts such as 1310/1340/1360 (Accounts Receivable) and 2310 (Advance from others) that can not be debited/credited directly…Sub-Ledger Accounts/Customer Related.

Key Terms

Reference/Reference Document Number
The reference document number may contain the document number for the business partner. However, it is also possible to make other entries in this field. The reference document number can be used as a search criterion for displaying and changing documents. The reference document number is sometimes printed in correspondence instead of the document number. Enter the number specified by the partner. If the document is generated inhouse and no document number is known for the partner, it is possible to copy the document number to the reference number field by entering '*.'

Region
State.

Run on
The run date is used for identifying the parameters. It is the date on which the program (e.g., dunning) is to be carried out as planned. However, a program run at an earlier or later date is also possible.

Sales Document
A number that uniquely identifies the sales document; e.g., a sales order is identified by a customer purchase order number NA00FY004444.

Sales Order
Customer Order; agreement between NASA and the customer

Sales Order Range
Refers to when a user wants to select more than one sales order to perform action/process/report on.

Sales Organization
This is the Center (e.g., 0062). An organizational unit responsible for the sale of certain products or services. The responsibility of a sales organization may include legal liability for products and customer claims. The Sales Organization must have one Distribution Channel and one Division. These are both 01 for NASA.

Sales Price
Total price of sales order to the customer.

Search term 1
Customer Reimbursable Code should be used; if not reimbursable: , "NA" should be used

Search term 2
Cage Code (optional) another code to identify customer; more applicable to vendor

Shrt Txt.
Short text vs. long text to describe a line item.

Key Terms

Key Terms

Simulate
This allows the user to see how the transaction will post when the transaction is saved.

Sold-to-party
Refers to customer number; an alphanumeric key which clearly identifies the customer in the SAP system.

Sp. G/L/Special G/L ind.
Used so a customer can have more than one Reconciliation Account (ex. 1310/1340/ 1360) or used for other accounts (ex. 2310).

Tax Code 1
SSN or TIN.

Tax Code 2
ALC for federal customers, NA for non-federal customers.

Text /Item Text
Contains an explanatory text on the line item. Line item texts can be used internally and externally. To be able to distinguish between these, you must begin texts for external use with "*". These texts can then be printed on all correspondence, dunning notices, payment advice notes, etc. The asterisk is removed when the text is printed. This function is only available in the FI component.

Trading Partner
Treasury Partner Code.

Transaction
Classification of postings in various SAP application components based on various business points of view. Examples: Enter an invoice. Via transactions, the data flow is controlled between various application components.

Type
Refers to document type. The document type classifies accounting documents.
It is noted in the document header. Attributes that control the entry of the document or attributes stored in the document are stipulated for each document type. In particular, the number range assigned to the relevant documents is determined on the basis of the document type.

Key Terms

Value date
Date from which a business transaction becomes interest-effective. The entered value date is used to find the item on the entered customer, vendor, or G/L account that is to be cleared with payment. The value date can be used to select one or more items only when stated together with a specified account. Merely entering a value date has no effect

WBS Element
Work Breakdown Structure (e.g., for NASA: Direct – 62-376-70 or Reimbursable – 62R-251-10-10-0001-01).

Your Reference
Refers to NASA's RAN (Reimbursable Agreement Number).

Key Terms

Core Financial Training

The four major components of the Core Financial training include: **RWD SAP 4.6, Instructor-led Training (ILT), Web-based Training (WBT), and Online Quick Reference (OLQR).**

RWD SAP 4.6

This course is web-based. You are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give you a basic understanding of SAP 4.6 prior to your role-based training. **Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses. [NOTE: In order to perform your role(s) proficiently, it is imperative that you attend all role-based training courses for which you are scheduled.]**

The following highlights some aspects of the RWD SAP 4.6 training course:

- Provides an overview of the SAP system using generic examples and data
- Provides end-users with a foundation to use SAP 4.6 in their roles
- Contains modules on SAP Navigation, SAP Reporting, and additional SAP features (SAP Help, Using Matchcodes, and Using T-Codes)

Instructor-led Training (ILT)

There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles you will be performing in SAP determine the courses you will be scheduled to attend. Instructor-led training is:

- Led by business/functional experts
- Places emphasis on interactive discussions, hands-on practice, and exercises
- Enables instructors to use the training database, the OLQR, and their own experience
- Employs presentation tools and exercise packets that are distributed to participants

Core Financial Training

Web-based Training (WBT)

The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford you an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. You will be able to access WBT on the NASA Intranet, at your workstation, during the two months prior to "go live". Web-based training:

- Provides a high-level overview of the Core Financial processes
- Focuses on procedures that describe how to complete tasks related to specific roles
- Focuses on a specific process or system (e.g., bankcard), and offers information you will need to understand the financial and accounting system in SAP.

SAP Mission Control – Online Quick Reference (OLQR)

The Core Financial SAP Mission Control (OLQR) tool is designed to provide you with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks you will perform within your roles and providing needed assistance to effectively use SAP to execute those tasks. This tool:

- Supports you on the job at your point-of-need
- Includes step-by-step Core Financial transaction requirements, definitions, and process descriptions
- Includes flows for specific business processes

Training Invitations

You will receive your training invitations by e-mail. The invitation includes information on the training courses you are expected to attend and instructions on how to sign up for your courses.

Core Financial Training

Accounts Receivable Curriculum

Course Name – Customer Payment Processing

Description: This course will address the analysis and processing of payments received by paper check. IPAC and other electronic means of analysis and processing will only be briefly mentioned in this course. End-users will learn how to use SAP to: 1) Record down payments and other identified unbilled payments received 2) Post/apply payments to open items (partial or full payment) 3) Process unidentified payments received. Additionally, the course will address the steps to take when a Non-Sufficient Funds (NSF) check is received for the following: 1) A check previously applied and cleared against an open item 2) A check previously applied to an unbilled amount. Note: Payment information received from CashLink will be downloaded as it is today (e.g., outside of SAP). Currently there is no interface requirement for CashLink, but there are plans to get CashLink "talking" to SAP's LockBox functionality in the near future; CashLink information will be analyzed and processed, much the same way as a paper check received. For payments automatically applied to open items, IPAC entries will be checked for accuracy. For payments flagged/recorded as suspense, these IPAC entries will be analyzed for further processing. Transaction codes will be different for these scenarios. (Role: Customer Payment Processor)

Course Name – Customer and Account Management

Description: This course will be comprised of three modules targeted for specific end-users within Accounts Receivable. The focus of this course will be to provide end-users with details on how to manage and process customer accounts.

Module 1: Reimbursable Sales Order Processing and Recording Statistical Costs

Description: In this module, end-users will learn how to verify the WBS structure and derivation rules, create and update a sales order, and record statistical costs and depreciation for sales orders. (Roles: Sales Invoice Processor, Reimbursable Manager, Sales Order Processor)

Module 2: Reimbursable Processing

Description: End-users will learn how to create billing requests, and process billing due lists. Additionally, end-users will learn how to liquidate down payments, execute the bill generation process, and to initiate the IPAC process. (Role: Sales Invoice Processor)

Module 3: Receivables/Account Management

Description: In this module, end-users will focus on the overall debt management process, including how to analyze delinquent bills. Specifically, this module will teach end-users how to establish and record allowances for doubtful accounts, and write-off bad debts. End-users will also learn how to block debts from calculating interest and penalty during the scheduled dunning process. End-users will learn how to manage debt transferred to Treasury. They will transfer debt as necessary to other sub-processes for subsequent processing or take appropriate action on debt returned, collected or adjusted by Treasury. (Role: Account Maintainer)

Course Name – Financial Report Generation – Accounts Receivable

Description: In this course, end-users will learn how to run standard reports and custom reports. This course will also provide end-users with specific Accounts Receivable report generation information in both SAP R/3 and BW. (Roles: Account Maintainer, Customer Master Maintainer, Sales Invoice Processor, Receivables Processor, Reimbursable Manager, Sales Order Processor)

Course Name – NASA Core Financial on the Web

Description: In the Web-based Training (WBT) course, end-users will be provided with an overview of NASA Core Financial business areas and detailed business process information related to specific roles within Core Financial functions. There will be one WBT training course that covers all functional areas, composed of 17 modules. Provided, below, are descriptions of the WBT modules that end-users in Accounts Receivable will be required to complete prior to implementation.

WBT Module: Customer Maintenance

Description: In this module, end-users will learn how to create and update customer information records. (Role: Customer Master Maintainer)

WBT Module: Collection and Deposit Processing

Description: In this module, end-users will be instructed on how to record paper checks into the system, prepare deposit tickets, and prepare collection/deposit logs. (Roles: Collection Processor, Deposit Processor)

WBT Module: Non-Reimbursable Processing

Description: In this module, end users will learn how to create Accounts Receivable invoices and correspondence/bills after receiving a notice of indebtedness or an increase in interest/penalty charges. End users will learn how to reverse invoices for situations where incorrect amounts were billed to the customer. In addition to creating regular invoices, end users will also learn how to create two special types of receivables (e.g., an installment and a recurring entry). An installment will be used when a customer cannot pay debt in full (e.g., agreement between customer and NASA). A recurring entry will be used when the customer is an employee who is not in a pay status and is incurring debt to NASA (e.g., health insurance). (Role: Receivables Processor)

Accounts Receivable Curriculum

Core Financial Contacts

Who Should I Go To If I Have Questions?
Your supervisor should be the first person you turn to with questions concerning changes in your job. If your supervisor cannot address your question, they will follow up with your Change Agent to address the question.

HQ Change Agents:

Codes/Areas Covering	Name	Code	Phone	Email
A, CO	Michael Chatman	CFA	(202) 358-0085	mchatman@hq.nasa.gov
A, CO	Sandra Smith	CFB	(202) 358-1307	sandy.smith@hq.nasa.gov
BF	Donna Dull	BFB	(202) 358-1035	ddull@hq.nasa.gov
BF	Bertha Lee	BFZ	(202) 358-0998	blee@hq.nasa.gov
BR	Mary Ellen Wirsing	BRA	(202) 358-1467	mwirsing@hq.nasa.gov
EAA	Omega Jones	EAA	(202) 358-0292	ojones@hq.nasa.gov
EU	Linda Worthington	CFA	(202) 358-1957	lworthin@mail.hq.nasa.gov
FE	Sherri Mcgee	FEA	(202) 358-1524	amcgee@mail.hq.nasa.gov
FE	Loretta Smith	CFA	(202) 358-2216	lsmith1@hq.nasa.gov
FM	Joyce Smith	FMA	(202) 358-1179	jsmith4@hq.nasa.gov
FP	Bill Ingerski	FP	(202) 358-1214	bingersk@mail.hq.nasa.gov
FT	Christine Hunter	FTA	(202) 358-2176	chunter@hq.nasa.gov
G, K, L	Ruth Krat	CFA	(202) 358-1706	rkrat@hq.nasa.gov
HC	Reginald Walker	HC	(202) 358-0443	rwalker@hq.nasa.gov
I	Shirley Perez	IMA	(202) 358-1619	sperez@hq.nasa.gov
J	Christina Gibson	JXA	(202) 358-1121	cgibson@hq.nasa.gov
J	Jay Rosenthal	JXA	(202) 358-1122	jrosenth@hq.nasa.gov
JE	Christopher Hart	JEA	(202) 358-0115	chart@hq.nasa.gov
M - Funds processing	Andrea Ledbetter (Jordan)	M-6	(202) 358-4772	ajordan@mail.hq.nasa.gov
M - Funds processing and PRs	Vickie Walton	MAA	(202) 358-1016	vwalton@hq.nasa.gov
M - General	Gary Gaukler	MAA	(202) 358-1013	ggaukler@hq.nasa.gov
M - PR processing	John Watts	MAA	(202) 358-0101	jwatts@hq.nasa.gov
NMO at JPL	Angel Castillo	SJ	(818) 354-1585	acastillo@nmo.jpl.nasa.gov
P	Peggy Fleming	CFA	(202) 358-1456	pcarroll@hq.nasa.gov
Procurement	Bradley Poston	210	(301) 286-3294	bposton@pop200.gsfc.nasa.gov
Procurement	Delia Robey	210	(301) 286-8109	drobey@pop200.gsfc.nasa.gov
Q	Dale Moore	QAA	(202) 358-0545	dmoore@hq.nasa.gov
Q	Margaret Pavlik	QAA	(202) 358-1911	mpavlik@hq.nasa.gov
R	Greg Lindsay	RB	(202) 358-4832	glindsay@hq.nasa.gov
Receiving & Inspection	Pat Burns	239	(301) 286-6611	eburns@pop200.gsfc.nasa.gov
RFO	Sandra Brown	155	(301) 286-0785	sbrown@pop100.gsfc.nasa.gov
RFO	Denise Brown	157	(301) 286-6122	debrown@pop100.gsfc.nasa.gov
RFO	Melissa Mouer	159	(301) 286-6022	mdevoto@pop100.gsfc.nasa.gov
S	Jane Green	SRA	(202) 358-1019	jgreen@mail.hq.nasa.gov
Salaries, Benefits, CE, CP, CIP	Debra Randall	CFA	(202) 358-1173	drandall@hq.nasa.gov
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SS	Geraldine Paige	SSA	(202) 358-0890	gpaige@hq.nasa.gov
SZ	Sheila Gorham	SZ	(202) 358-0032	sgorham@hq.nasa.gov
Training	James Wilk	114	(301) 286-2021	jwilk@pop100.gsfc.nasa.gov
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W	Carolyn Newsome	WMA	(202) 358-2574	carolyn.newsome@hq.nasa.gov
Y	Brenda Hales	YBA	(202) 358-2117	bhales@hq.nasa.gov
Y	Janet Suthard	YBA	(202) 358-1168	jsuthard@hq.nasa.gov

For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.